TEST PRINT OF THE 840 INSPECTION BOOK
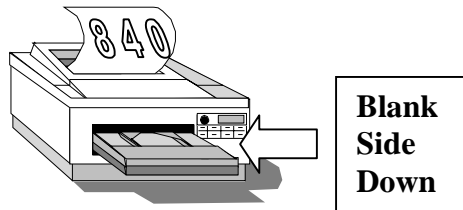
Note: *If your unit does NOT use a UNISYS UDS printer, you may need to use the instructions on Page 2.*

1.   Open the file "Print File 2" and select "Reverse Pages" in the Print Option Menu.

2.   Print the file to your laser printer.

3.   Remove the two sheets of paper from the paper tray and flip the paper over end to end.

4.   Insert the printed pages back into the printer's paper tray, with the blank side of the pages down*.
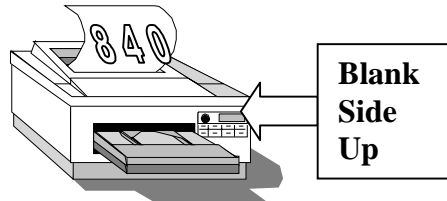

Blank Side Down

5.   Open file "Print File 1"

6.   Print the file to your laser printer.

7.   Remove the printed sheets from the printer and fold them in half with the name of the 840 book facing out.

8.   Staple the book in the center between pages 3 and 4.

9.   Your sample 840 book is complete! The finished product should have the front cover, pages 1 to 6 in order, and a blank back cover.

You should be able to print the 840 book using the same technique as when printing the sample. Print 840 Book File 2 first, remove the pages and reinsert into your printer paper tray, then print 840 Book File 1. You may use your unit's copier to print as many books as you need. Remember that changes and updates to the 840 books may be made on a regular basis so you may wish to limit how many of these job aids you keep in stock.

* You may have to experiment with your printer to ensure the pages print out correctly.

Printing from a non-UNISYS UDS printer:

1.   Open the file "Print File 1" and print the file to your laser printer.

2.   Remove the two sheets of paper from the paper tray and flip over end to end.

3.   Insert the printed pages back into the printer's paper tray, with the blank side of the pages up*.

4.   Open the file "Print File 2" and print the file to your laser printer.

5.   Remove the printed sheets from the printer and fold them in half with the name of the 840 book facing out.

6.   Staple the book in the center between pages 3 and 4.

7.   Your sample 840 book is complete! The finished product should have the front cover, pages 1 to 6 in order, and a blank back cover.

You should be able to print the 840 book using the same technique as when printing the sample. Print 840 Book File 1 first, remove the pages and reinsert into your printer paper tray, then print 840 Book File 2. You may use your unit's copier to print as many books as you need. Remember that changes and updates to the 840 books may be made on a regular basis so you may wish to limit how many of these job aids you keep in stock.

* You may have to experiment with your printer to ensure the pages print out correctly.